#  Muskegon County Homeless Continuum of Care Network

**Meeting Description:**  **MCHCCN Data Committee Meeting**

**United Way of the Lakeshore**

**31 E Clay Ave, Muskegon MI 49442**

**Meeting Date:** **November 2, 2023, ￼** **Time: 2:00pm – 3:00 pm**

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| Representatives | Present | Absent |  | Representatives | Present | Absent |
| Angela Mayeaux, Muskegon Housing Commission, Chair | X |  |  | Brandon Baskin, Health West | X |  |
| Chisara Butler, EWP | X |  |  | Shanna Turner, EWP |  | X |
| Diolinda Sali, HMIS Administrator | X |  |  | Ebony Williams, EWP |  | X |
| John Peterson, Consultant | X |  |  | Angelique Connell, Muskegon Rescue Mission  |  | X |
|  |  |  |  | Lisa Reinecke, True North  |  | X |
| Kristy Smith, Family Promise |  | X |  | Yolanda Hall, Muskegon Rescue Mission |  | X |
| Lisa Blok, Family Promise  | X |  |  |  |  |  |

**Meeting Minutes**

1. Call to Order - 2:02pm
2. Approval of Minutes of Data Committee (AR) –October 5th, 2023 – Angela Mayeaux to approve, seconded by Regan Dykes
3. New Report Cards- Diolinda Sali presented different report cards for the following organizations; Health West, Every Woman’s Place, Women’s Rescue Mission, Men’s Rescue Mission. The last report card presented did not include details of the errors found. This new report was pulled from HMIS Data Warehouse where it was more specific about the errors found. These reports were run for 10/1/2023-9/30/2023 and for just the month of October 2023. The whole reporting year coincides with the reporting year for the LSA (Longitudinal Systems Analysis), so it was important to share this report with the attendees. Regan Dykes from the Women’s Mission attended the meeting, so we reviewed their report pulled for just the month of October. Overall, the data quality was particularly good and there were only two clients that seemed to have recurring errors shown in the report. Diolinda Sali stated that she would send the HMIS number information to Regan to go in and investigate these clients since it seemed to be quite simple errors appearing.
4. August & September Reports for Entry/Exit- An updated version of the CE report has been working on since the last Data Committee Meeting. The report now will better break down the numbers from the report ran on the Coordinated Entry system instead of pulling the numbers from the BNL(By Name List). The attendees confirm that this report better shows the number of individuals being entered into the system as well as those who had secured housing. John Peterson mentioned including the information on Households that were identified during that month the report was run that would also qualify for PSH (Permanent Supportive Housing) programs. Diolinda will pull this information from the BNL and add it to the end of the report that also shows the other figures from the By Name List.
5. LSA Reports – Diolinda Sali brought up again that it is time to start preparing for LSA reports to be submitted to AHAR. The timeline for this report is as follows:
	1. November 13th –LSA Data Cleaning & Review Begins
	2. November 29th- LSA Successful Upload Interim Benchmark
	3. December 15th – LSA Initial Review of Warning Flags Interim Benchmark
	4. January 17th – LSA Final Submission Deadline 11:59PM (Pacific time)
6. Other Business – no other business
7. Adjourn – 3:00pm